



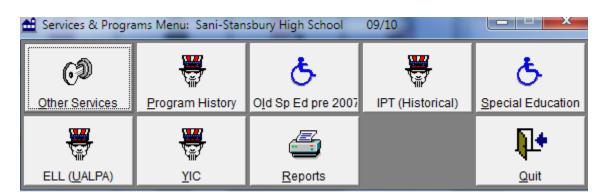
Services & Programs Module

February, 2011

Table of Contents

OTHER SERVICES	4
Adding a New Code to Special Programs	4
PROGRAM HISTORY	
Using the Sort MenuAdding a Record to the Program HistoryPrinting Program History Information	
OLD SP ED PRE 2007	
IPT (HISTORICAL)	8
SPECIAL EDUCATION	8
Adding a Special Education Record	9
ELL (UALPA)	10
Adding a New ELL Record	11
YOUTH IN CUSTODY	13
Adding a Youth in Custody record	14
REPORTS	16

Services & Programs Module



Found under Main Menu > Srvcs & Prgrms

The Services & Programs module is where you enter information for students who are in Special Education, as well as students in any other special programs like English Language Learner, Youth in Custody, etc.

This documentation will go over each section within the Services & Programs module.

NOTE: Be aware that you can use the buttons on the banner to look up different groups of students. The banner is the top portion of the screen that appears as follows:



The buttons on the right side of the screen will do the following:

- Displays the enrollment history for the student.
- Displays the student's profile on the web.
- Displays the student's photo.
- Launches the student group editor.
- Allows you to search currently active students only.



SIS -2000+ Services & Programs Module



- Allows you to search all students this year, active and inactive.



- Allows you to search future students only.



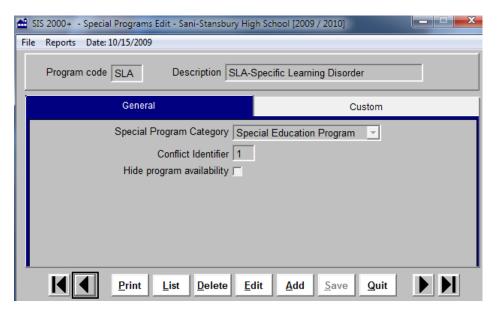
- Allows you to search inactive (withdrawn) students only.



- Un-synchronizes this screen from the other applications.

Other Services





Found under Main Menu > Srvcs & Prgrms > Other Services.

This screen allows you to set up codes and descriptions for special programs.

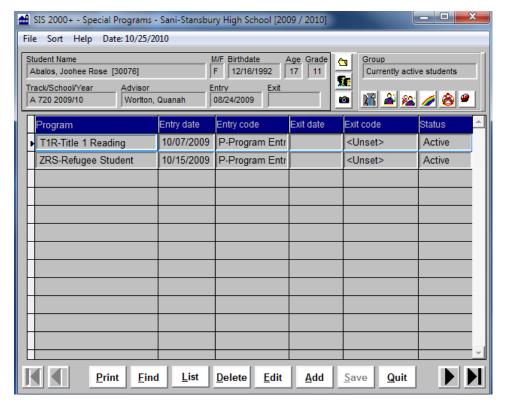
Adding a New Code to Special Programs

- Press Add.
- Enter a **Program Code** and **Description**.
- Choose a **Special Program Category** from the drop-down, which will determine where the added program will appear. For example, if "Special Education Program" is selected, the code and description will only be available to choose when you are in the Special Education Program application.

- Enter a Conflict Identifier, if applicable. This field is a user-defined number
 assigned to programs that are mutually exclusive (i.e. programs that a student
 cannot be enrolled in simultaneously, for reasons of funding). The Program History
 application will use this identifier to check for conflicts in a student's curriculum.
 The system will not allow a student to be enrolled in two programs with the same
 Conflict Identifier at the same time.
- Select Hide Program Availability, if applicable. This field will hide the special
 program from user selection in the Program History application. This would be
 useful when the program is not yet offered by the District and thus cannot be
 attended.
- Press Save.

Program History





Found under Main Menu > Srvcs & Programs > Program History.

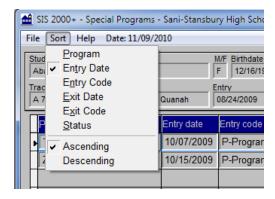


SIS -2000+ Services & Programs Module

This screen allows you to assign students to any special program; for example, gifted, economically disadvantaged, and others. Instructions on adding a program are shown below.

Using the Sort Menu

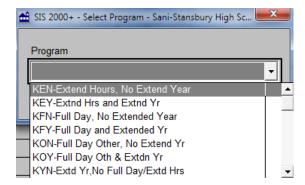
On the menu bar of this screen notice the **Sort** option. Clicking on it will display the following sort options.



You can also sort by clicking on the column heading of any of the columns.

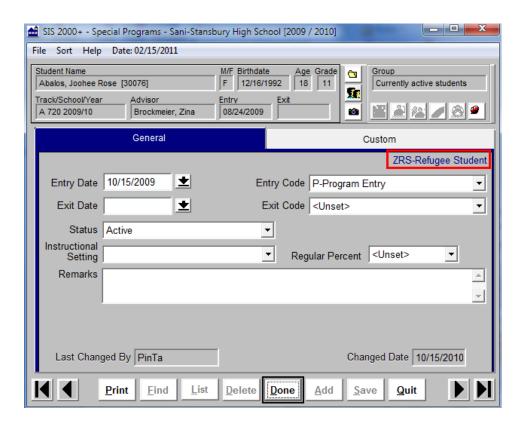
Adding a Record to the Program History

- Find the student for whom you would like to add a program.
- Press **Add** to display a drop-down box like the following.



NOTE: Only programs not in Special Education, ELL/UALPA or YIC will show as choices in the drop-down box in Program History. The other programs will be tracked separately in their own applications.

- Choose a program and press **Ok**.
- The following will appear. This is the same screen you will see if you press **Edit**.



- Enter appropriate data.
 - Notice in the top-right corner the name of the program for which you are entering data.
 - o **Entry Date** the date the student will enter the program.
 - Entry Code a user-defined code. This is the reason for entry into the program.
 - Exit Date the date the student exited the program. This date must be later than the entry date.
 - **Exit Code** a user-defined code. This is the reason for exiting the program.
 - **Status** a user-defined code. The status of the student in the program.
 - Instructional Setting defines program settings outside mainstream student class.
 - Regular Percent the percent of time the student spends in a regular classroom setting.
- Press Save.

Printing Program History Information

- You can print a one-page report for a student by pressing the **Print** button at the bottom of the screen.
- In the dialog box that appears, press "Yes" to preview the report or "No" to print the report without previewing. You can also press "Cancel" to cancel the printing.



Old Sp Ed pre 2007



This button will load the historical Special Education data that is from before 2007.

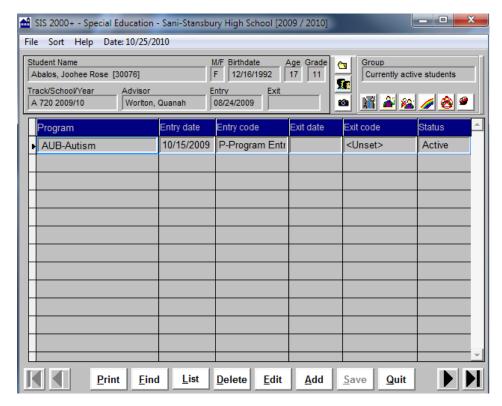
IPT (Historical)



This button will load the historical ELL data.

Special Education





Found under Main Menu > Srvcs & Programs > Special Education.

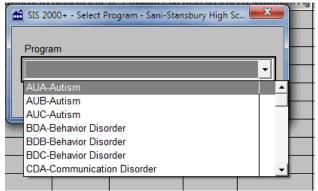


SIS -2000+ Services & Programs Module

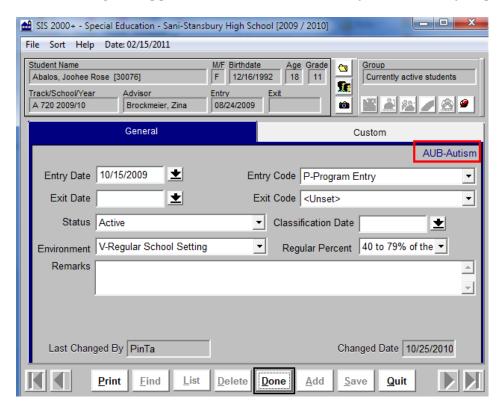
This screen is used to enter the Special Education information for each student who is enrolled in Special Education.

Adding a Special Education Record

- Find the student for whom you would like to add a program.
- Press **Add** to get a drop-down box like the one shown below.



- Choose a program and press Ok.
- The following will appear. This is the same screen you will see if you press **Edit**.

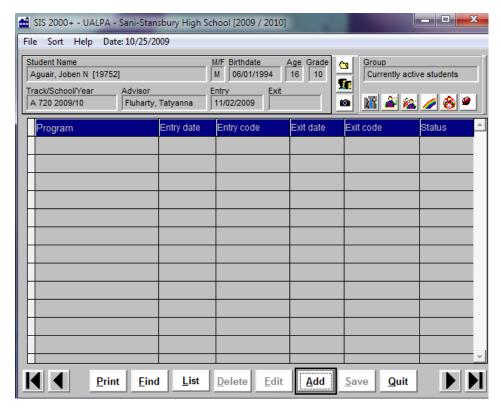


- Enter appropriate data.
 - Notice in the top-right corner the name of the program for which you are entering data.
 - o **Entry Date** the date the student will enter the program.

- Entry Code a user-defined code. This is the reason for entry into the program.
- **Exit Date** the date the student exited the program. This date must be later than the entry date.
- o **Exit Code** a user-defined code. This is the reason for exiting the program.
- o **Status** a user-defined code. The status of the student in the program.
- o **Environment** defines the environment the student is in.
- **Regular Percent** the percent of time the student spends in a regular classroom setting.
- In this screen you'll want to choose something for Environment and Regular Percent.
- Press Save.

ELL (UALPA)





Found in Main Menu > Services & Programs > ELL (UALPA)

This screen is where you enter information regarding a student's English Language Learner program.

IMPORTANT NOTE: Even though the UALPA/ELL scores are imported into SIS on the web, you still need to manually enter each student into the appropriate UALPA/ELL program. THE IMPORT DOES **NOT** DO THIS FOR YOU.

Adding a New ELL Record

- Find the student for whom you would like to add data.
- Press **Add** to see the following choices on the drop-down.
 - o 1-Entering
 - o 2-Beginning
 - 3-Developing
 - 4-Expanding
 - o 5-Bridging
 - o N Tested deemed not ELL
 - o 0-0pted Out

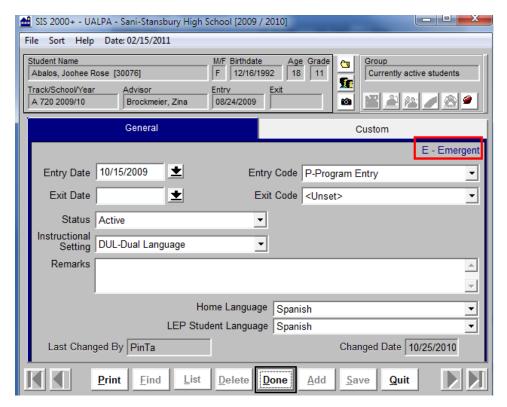
The definitions for these programs are shown below.

- 1-Entering (Formerly known as Pre-emergent): The student has limited or no understanding of oral or written English, so he/she participates by listening. The student may demonstrate comprehension by using a few isolated words or expressions of speech. The student typically draws, copies, or responds verbally in his/her native language to simple commands, statements and questions. The student may understand the relationship between oral and written languages.
- 2-Beginning (Formerly known as Emergent): The student has begun to understand that written language represents oral language. The student understands and responds to basic social conventions, simple questions, simple directions, and appropriate level text. He/she participates in classroom routines. In general, the student speaks, reads and writes using single words, short phrases or simple sentences with support. Overall, the student has minimal expressive vocabulary.
- 3-Developing (Formerly known as Intermediate): The student understands and uses more abstract, academic, and formal language and literacy skills. He/she participates actively in most social and classroom tasks using idioms and more content-specific language in speech and writing. The student reads and writes independently for personal and academic purposes, with some persistent errors. With some support, the student reads and writes about various topics using different genres for a variety of audiences.

4-Expanding (Formerly known as Advanced): The student has developed proficiency in the English language and literacy skills. The student may need continued support when engaged in complex academic tasks that require increasingly academic language. Students at this level attend mainstream or sheltered instruction classes.

5-Bridging (Formerly known as Fluent): Bridging is **monitoring**. The student has exited the ELL program, having achieved fluency, and is participating fully in mainstream classes. The student will begin Monitoring.

 Make a selection and the following will appear. This is the same screen you will see if you press Edit.



- Enter appropriate data.
 - Notice in the top-right corner the name of the program for which you are entering data.
 - o **Entry Date** the date the student will enter the program.
 - Entry Code a user-defined code. This is the reason for entry into the program.
 - Exit Date the date the student exited the program. This date must be later than the entry date.
 - **Exit Code** a user-defined code. This is the reason for exiting the program.
 - Status a user-defined code. The status of the student in the program.

- Instructional Setting defines the language environment in which the student will be instructed.
- o **Home Language** the primary language spoken in the home.
- o **LEP Student Language** the primary language spoken by the student.
- **Instructional Setting** and **LEP Student Language** are required in some cases. If it is required in a specific case, you will be prompted to make a selection when you press Save
- Press **Save**.

NOTE: If you are uncertain about how to classify an instructional program for English Language Learners, please contact: **Rita Brock at (801) 538-7897** for assistance.

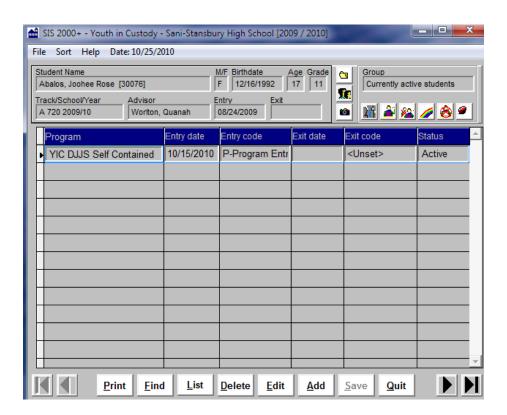
Important notes for students designated as 5-Bridging: When a student is designated as 5-Bridging, he/she needs to be exited from an ELL program in a school year **prior** to the one for which data is reported. **You must have an entry date for entering monitoring.**

Students who are "5" need to have that designation continued on their S1 record for **2 years** beyond the school year in which they were initially submitted as a "5" ELL student. Students who are no longer in the two-year monitoring period may be submitted as 5, but they will not be included in any ELL counts. They need an exit date of 6/29/20?? of the previous school year for the last ELL record and an entry date for the "5" code of 6/30/20?? of the previous school year entering monitoring stage of ELL. **(Dates are always of the previous school year for service changes.)**

Youth in Custody



For the October and Year End uploads, the Clearinghouse will expect an "S3" record for each YIC student that has been in attendance within a YIC residential facility, self-contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students who may have multiple ENTRY/EXITS in the YIC setting, multiple "S3" records should be included in the update. If a student changes CUSTODY TYPE or TIME code during the year an "S3" must be sent in for each one. Only one "S3" can be active for a student at any given time – for multiples, the entry and exit dates cannot overlap.



Adding a Youth in Custody record

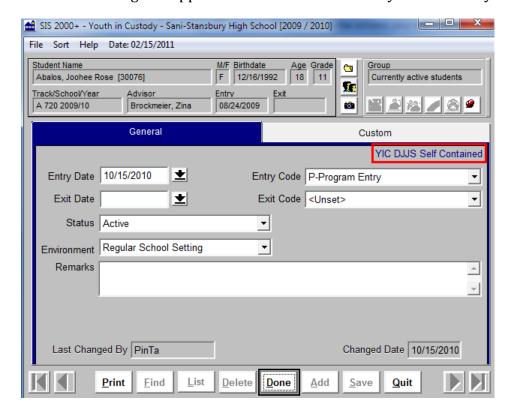
- Find the student for whom you want to add data.
- Press **Add** to get a drop-down box from which to choose a program.
 - When first selecting the services to enter the student into YIC, make sure you know what to select by reading the documentation in the Clearinghouse Update Transactions document.
 - Custody Types:
 - **BOIA** Bureau of Indian Affairs
 - DCFS Division of Child and Family Services
 - **DJJS** Division of Juvenile Justice Services
 - Time Codes:
 - A: 1–59 minutes of YIC related services (ISI-1)
 - **B**: 60 179 minutes of YIC related services (ISI-2)
 - **C**: 180 minutes or more of YIC related services (Self-Contained)
 - NOTE 1: Codes "A" (ISI-1) and "B" (ISI-2) will be treated the same as SCRAM "Resource" as they relate to *membership* in that a day of YIC membership under codes "A" and "B" is also a day of school membership.
 - NOTE 2: Code "C" will be treated the same as SCRAM "Self Contained" as it relates to *membership* in that a day of YIC membership under code "C" is *not* a day of school membership.



SIS 2000+ Menu Definitions:

SIS2000+ YIC Code	Custody Type	Time Code
YIC BOIA ISI-1	Bureau of Indian Affairs -	1-59 Minutes (ISI-1)
YIC BOIA ISI-2	Bureau of Indian Affairs -	60-179 Minutes (ISI-2)
YIC BOIA Self Contained	Bureau of Indian Affairs -	180 min. or more (Self-Contained)
YIC DCFS ISI-1	Division of Child And Family Services -	1-59 Minutes (ISI-1)
YIC DCFS ISI-2	Division of Child And Family Services -	60-179 Minutes (ISI-2)
YIC DCFS Self Contained	Division of Child And Family Services -	180 min. or more (Self-Contained)
YIC DJJS ISI-1	Division of Juvenile Justice Services -	1-59 Minutes (ISI-1)
YIC DJJS ISI-2	Division of Juvenile Justice Services -	60-179 Minutes (ISI-2)
YIC DJJS Self Contained	Division of Juvenile Justice Services -	180 min. or more (Self-Contained)

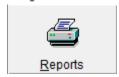
- Choose a program and press Ok.
- The following will appear. This is the same screen you will see if you press **Edit**.



- Enter appropriate data.
 - Notice in the top-right corner the name of the program for which you are entering data.
 - Entry Date this is the date the student first began receiving YIC related services for this CUSTODY TYPE and TIME. ENTRY/EXIT dates cannot overlap.

- Entry Code Entry code is "Program Entry".
- Exit Date this is the date *following* the last day the student received YIC related services for a particular CUSTODY TYPE and TIME. If the student is still receiving YIC related services or at year-end was still receiving services, leave this field blank. A valid date must be entered if YIC EXIT REASON is entered.
- Exit Code This is the reason for exiting YIC related services. A valid Exit Code must be entered if a YIC EXIT DATE is entered.
- Status Status is Active.
- Environment Identifies the type of educational setting in which the student receives youth in custody related services.
- Press Save.
- **For information/clarification** contact **Travis Cook at USOE** (801) 538-7711 or travis.cook@schools.utah.gov

Reports



The following reports are available in Services and Programs:

